SFASU SCHOOL OF NURSING
PETITION INSTRUCTIONS

A separate form must be completed for each course you are requesting to petition. There are three main areas of petition for special consideration. These are:

I. **Substitution of a Course:**
   A course taken at another college or university may be accepted as a degree requirement in the School of Nursing. The course must first have transferred into SFASU as either a different course number from the degree requirement (i.e., BIO 2311), or as an enbloc course (i.e., BIO 2--). In order to petition for substitution of a course you must:
   
   a. **Complete a petition form specifying which transferring course you would like to substitute for the required course**, (i.e., BIO 2--, to count for BIO 238). A course number with dashes following it is considered an enbloc class and does not transfer as an exact match for a required class.
   
   b. **Submit a copy of the necessary transcript to show the grade made in the petitioned course.**
   
   c. **Attach either a copy of the transferring course syllabus or the transferring course description from the general bulletin of the college where it was taken.**

II. **Forgiveness of Grades:**
   Grades are generally not forgiven unless they are greater than seven years old. However, under extraordinary circumstances, i.e., death of a family member or an extended illness, grades may be forgiven for a course or a semester. The courses, even if repeated, must first be accepted by SFA for credit. In order to petition for forgiveness of grades, you must:
   
   a. **Complete the petition form specifying which grades you would like forgiven.**
      
      For example, you may want to request that the first grade for Biology 238, Fall, 1999, be replaced with the same course repeated in Spring, 2000.
   
   b. **Attach a paper to the petition to specify the reason the grade should be forgiven.**
   
   c. **Submit a copy of the transcript.**

III. **Special Considerations or Concerns (for use by School of Nursing students).** Attach a paper, as instructed on page two, section III, explaining your request. Reasons to petition may include:
   
   a. **Request to repeat a nursing class dropped or failed.**
   
   b. **Make up missed clinical days that are over the 10% rule.**
   
   c. **Grievance**
   
   d. **Other concerns**

When completing the petition form, please be sure to attach all requested documentation and any other information that might justify your position in requesting special consideration.

**DELIVER OR MAIL PETITION AND ATTACHMENTS TO:**

SFASU SCHOOL OF NURSING, P. O. BOX 6156, NACOGDOCHES, TX 75962
Check One:  ____ BSN Applicant  ____ BSN Student  ____ BSN Program Transfer Student  ____ RNT* Student
(enrolled in BSN nursing program)  ____ (*RN Transition)

PETITION FOR SPECIAL CONSIDERATION

SFA ID #: (required if you ever attended SFA) ______________________

NAME________________________________________________________ DATE __________________

ADDRESS        Street/P.O.        City        State        ZIP
E-mail address: ___________________________ Daytime telephone number __________________

Are you a 4-year degreed person seeking a second degree?  _______Yes  _______No

I.  Substitution of a course:
1.  School where course credit was awarded: ______________________________
2. Course number/name/hours/grade of the course completed? ______________________________
3. Course number /name of substitution request? ______________________________
4. a. Attach course description/course syllabus for completed course being petitioned.
   b. Attach an unofficial transcript copy of grade earned.

II.  Forgiveness of Grade
1. School where course credit was awarded: ______________________________
2. Course number / name of the course completed? ______________________________
3. Reason for forgiveness request. Type the petition concerns on a separate page and attach the typed
   page to this document.
4. Attach an unofficial transcript copy of grade(s) earned.

III. Special Considerations/Concerns (School of Nursing students only). Describe concerns (see page 1
for suggested topics of concern). Type the petition concerns on a separate page and attach the typed
page to this document. If petitioning for the 10% rule, a recommendation from your clinical instructor is
needed and must also be attached.

DO NOT WRITE BELOW THIS LINE

STUDENT AFFAIRS COMMITTEE

COMMITTEE NOTES: Date: ______________________

COMMITTEE DECISION:  ____ APPROVE  ____ DISAPPROVE  ____ MORE INFORMATION REQUESTED

DIRECTOR DECISION  ____ APPROVE  ____ DISAPPROVE